

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

A. GENERAL INFORMATION

1. Date

12-31-2015

2. Department

CA Children and Families Commission (First 5 California)

3. Organizational Placement (Division/Branch/Office Name)

Executive Office

4. CEA Position Title

Chief Deputy Director

5. Summary of proposed position description and how it relates to the program's mission or purpose.
(2-3 sentences)

First 5 California (F5CA) proposes to revise the above CEA's duties and responsibilities. The Chief Deputy Director, Executive Office, is responsible for providing operational direction to F5CA's Evaluation Office, Program Management Division, Administration Office, and Communications Office, supporting the implementation of the Commission's Strategic Plan.

6. Reports to: (*Class Title/Level*)

Executive Director, Exempt

7. Relationship with Department Director (*Select one*)

- ☒ Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- ☐ Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(*Explain*):

8. Organizational Level (*Select one*)

- ☒ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th (mega departments only - 17,001+ allocated positions)

B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

As a member of the First 5 California Executive Team, the Chief Deputy Director provides operational direction to fulfill the strategic goals of the organization. In this role, the Chief Deputy Director shall:

- Serve as the Executive Director in her/his absence and represent the Executive Director before the state commission, on high level committees, boards, associations, legislature, agencies, and other governmental and civic organizations.
- Act with full authority to commit First 5 California resources in the absence of the Executive Director.
- Act as a full participating member of the Executive Director's decision-making team, providing input on sensitive and complex State Commission decisions relating to legal, policy, program, fiscal, and operational issues

As assistant to the Executive Director, the Chief Deputy Director shall oversee the implementation of a comprehensive policy agenda that elevates the needs of children ages 0 to 5. In this role, the Chief Deputy Director shall:

- Act as principal advisor to the Executive Director and State Commissioners regarding commission operations and programs.
- Establish and implement internal policies that provide for the governance of all First 5 California systems, services, public education and outreach, and program operations.
- Oversee the formulation and implementation of complex statewide policies.

In order to accomplish effective and efficient operations and systems for First 5 California the Chief Deputy Director shall:

- Institute policies, procedures, and practices to accomplish effective and efficient operations and systems.
- Ensure fiscal soundness of First 5 California by establishing fiscal practices to ensure accountability and maintenance of programs.
- Authorize the expenditure of funds, and review and approve fiscal data reports to monitor financial solvency of the State Commission.
- Evaluate and align internal and external functions and structure to ensure the organization is aligned to accomplish the strategic objectives.

B. SUMMARY OF REQUEST (continued)

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- ☒ Program is directly related to department's primary mission and is critical to achieving the department's goals.
- ☐ Program is indirectly related to department's primary mission.
- ☐ Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: Proposition 10, also known as the California Children and Families Act of 1998 (the Act) led to the creation of the California Children and Families Commission (First 5 California). The Chief Deputy Director manages and directs the work of F5CA to promote, support, and improve the early development of children from 0 to 5 years of age.

The Chief Deputy Director oversees and directs the ongoing operations and functions of the Commission to: (1) ensure compliance with the purposes of the Act and other statutory mandates; (2) develop, implement, and evaluate innovative and sustainable health and education programs; (3) build recognition and generate support for the needs of children; (4) develop policies and infrastructure to achieve F5CA's strategic goals; and (5) provide quality and cost-effective services to F5CA partners.

B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

The proposed change would entail the Fiscal Services Office to branch out of the Administration Office into its own unit and be redirected to report directly under the Chief Counsel. The Chief Counsel, who currently works closely with the Director on key fiscal issues, including all Local Area Agreements with First 5 county commissions, Board of Equalization issues, potential/additional sources of revenue for F5CA, and presentations to the State F5CA Commission on each of these topics. This would allow a more streamlined business process for key financial initiatives.

The proposed change would also entail the Contracts and Procurement Office to branch out of the Administration Office and be redirected to report to the Chief Counsel. Currently, the Chief Counsel must be consulted for specific direction on all contracts and must review and approve them before they are enacted, therefore this new reporting structure will help to streamline the approval and implementation process.

Additionally, the proposed reorganization would involve the Communications Office to be redirected from the External and Government Affairs (EGA) Office to now report directly to the Chief Deputy Director. This redirection of the Communications Office would allow the Deputy Director, EGA, the ability to focus on the agency's legislative program, F5CA's Strategic Plan, and high-level policy development and advice related to the development of a statewide strategy for early learning and intergovernmental relations with federal, state, county, and district levels of government. In order for the current Deputy Director, EGA, to create and enact these duties of the policy and legislative work, she needs to focus on that work full time. This tremendous volume of work is new to First 5 California. This work includes outreach to and interaction with legislators, legislative staff, state agencies, foundations, and other existing and potential stakeholder groups on policy and legislative issues related to state and federal early childhood health and education. As such, the Deputy Director is often required to be off-site to do this work.

Consequently, the EGA Deputy Director's time in the office has been insufficient to do the supervisory work with the Communications Office staff and move along the important creative work associated with First 5 California's \$67 million media contract in a timely way. As such, the direction and supervision of Communications Office staff and the work of the media contract would be reassigned to the Chief Deputy Director.

C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The Chief Deputy Director oversees the following policy areas:

- Directs and supports the Deputy Director and staff of the Program Management Division, along with staff across the agency, in the conceptualization, development, and implementation of programs and processes designed to serve and meet the needs of California's children ages 0-5 and their families.
- Directs and supports the Deputy Director and staff of the Evaluation Office in the design and evaluation of First 5 California's programs (including the development of data systems to support the evaluation) to determine statewide program effectiveness and impact.
- Directs and supports the Director and staff of the Administrative Services Office in the development and enforcement of all internal agency policies.
- Oversees content review and tracking of all agency documents and communications; Strategic Plan monitoring and tracking; HR processes and protocols; and interfaces with other agencies, as appropriate, on collaborative work efforts (e.g., Department of Finance, Department of General Services, State Personnel Board).
- Oversees the development and implementation of the agency's statewide public education and outreach efforts, statewide media campaigns, media contract monitoring, and contractor direction and interface.

C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

As a member of the executive staff, the Chief Deputy Director is directly involved in all management functions such as program planning; policy formulation to achieve the mission of the State Commission; directing policy implementation; organization coordination and control; fiscal and personnel management. This position would also play a significant role in the formulation of policy for the operation of the Commission's programs as well as support for the decisions of the State Commission.

The Chief Deputy Director has significant decision-making responsibility for F5CA operations and statewide programs that impact 58 county commissions. The incumbent is delegated responsibility of independent decision making related to the Commission operations in the absence of the Executive Director and has delegated authority.

The Chief Deputy Director is responsible for providing advice to the State Commission, Executive Director, and staff relative to all F5CA programs.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The Chief Deputy Director has significant decision-making responsibility for F5CA operations and statewide programs that impact 58 county commissions. The incumbent is delegated responsibility of independent decision making related to the Commission operations in the absence of the Executive Director and has delegated authority.

While continuing with interpreting and implementing existing policy, the CEA will develop and implement new policy by working with F5CA staff, the 58 county commissions, and all outside stakeholder groups to address current critical issues in early childhood education and health, to meet the needs of California children ages 0 to 5 and their families.